



PA-6 STAFF ORIENTATION AND TRAINING

POLICY:

Title X delegate agencies must provide for the orientation and in-service training of all project personnel, including the staff of sub-recipient agencies and service sites (*42 CFR 59.5(b)(4)*). The training plan must include training on Federal/State requirements for reporting or notification of child abuse, child molestation, sexual abuse, rape, or incest, as well as on human trafficking. The training plan must also include routine training on involving family members in the decision of minors to seek family planning services and on counseling minors on how to resist being coerced into engaging in sexual activities.

PROCEDURE:

1. Delegate agencies must create a training plan that addresses key components of the Title X program priority areas, Title X Program Requirements, and QFP with all new employees (including satellites).
2. Title X staff must complete the delegate agency orientation checklist
3. Each delegate agency must have a policy regarding continuing education units needed by licensed staff to maintain their license and certifications. It should include reimbursement, travel and time to attend these trainings. This policy should be sensitive to the needs of the licensed staff for continuing education and the resources of the delegate agency.
4. The Statement of Understanding, as well as Title X policies and procedures, must be reviewed and signed annually by all Title X project staff.
5. Delegate agency staff must be informed at least once during the current project period of the following:
 - a) services must be provided on a voluntary basis
 - b) clients must not be coerced to use contraception, or to use any particular method of contraception or service
 - c) client's receipt of family planning services must not be used as a prerequisite to the receipt of any other services offered by the service site
 - d) staff may be subject to prosecution if they coerce or try to coerce any person to undergo an abortion or sterilization procedure
 - e) staff must participate in cultural competency training and/or in-services
 - f) staff must participate in training and/or in-services regarding mandatory reporting or notification of child abuse, child molestation, sexual abuse, rape or incest, and human trafficking
 - g) adolescent counseling, to include: family involvement, abstinence as a method of birth control, resisting sexual coercion, and minor confidentiality
 - h) services must be provided without regard to religion, race, color, national origin, disability, age, sex, number of pregnancies or marital status
 - i) staff must comply with the requirements related to preserving client confidentiality and privacy (to include HIPAA)
 - j) positive pregnancy test counseling, to include: prenatal care/delivery, foster care or adoption, and pregnancy termination options. The client may refuse information or counseling on any/all of these options



- k) staff has completed training and understands their role in an emergency or natural disaster and can identify emergency evacuation routes within the clinic
- 6. Midlevel clinicians shall receive orientation from the state office within the first month of employment with contracted state midlevel clinician and a follow up onsite review if needed or upon request.
- 7. Documentation of staff training:
 - a) documentation of all training and education must be maintained in a consistent manner for each employee (e.g. training log or personnel record)
 - b) training needs may be met through on-the-job training, webinars, conference calls, staff circulars, in-services, workshops, courses, or other trainings which may provide continuing education
 - c) trainings are available through the Title X National Training Center and OPA